

**COMPENSATION BOARD  
LIDS ADVISORY COMMITTEE  
MINUTES**

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Regular Meeting.....June 12, 2003  
Location.....Central Virginia Regional Jail  
13021 James Madison Highway  
Orange Virginia 22960-1257

Present.....Alice Coe, Compensation Board  
Anne Wilmoth, Compensation Board  
Sue Kelly-Graham, Compensation Board  
F. Glenn Aylor, Central Virginia Regional Jail  
Peggy Gebauer, Roanoke City Jail  
Tina James-Carrier, Petersburg City Jail  
Felicia Berger, Department of Corrections  
James Creech, Virginia Criminal Sentencing Commission  
Janet Severson, Blue Ridge Regional Jail  
Karen Day, Danville City Jail

Visitors Present.....Debbie Hamlet, Blue Ridge Regional Jail  
Denise Oliff, Prince William/Manassas Regional Jail  
Carol Perkins, Central Virginia Regional Jail  
Diane Wilson, Rappahannock Regional Jail

Absent.....Oliver Bradshaw, Compensation Board  
Anna Earnhardt, Portsmouth City Jail  
Jane Beamon, Western Tidewater Regional Jail  
Charlie Gray, Virginia Beach City Jail  
Carol Moye, Prince William/Manassas Regional Jail  
Reginald Tinsley, Richmond City Jail  
Patty Leonard, Rappahannock Regional Jail

**9:00 a.m. Thursday, June 12, 2003**

Central Virginia Regional Jail, 13021 James Madison Highway, Orange Virginia 22960-1257

**I. Opening Remarks**

Colonel Glen Aylor and Carol Perkins welcomed the committee.

Alice Coe and Sue Kelly-Graham thanked Superintendent Ed Crosley for hosting the meeting, providing breakfast & lunch, and for permitting Colonel Aylor to make the meeting arrangements.

**II. 11-19-02 Minutes**

Committee approved Minutes. No changes.

**III. Work Plan Status Update**

- Forms Maintenance Reports
  - a. Report for 'M' vs. 'O'. Completed – located in Forms Maintenance.
  - b. Length of stay reports to Forms – Board approved the decision that the Compensation Board (CB) continue to provide reports on an as-needed basis.
  - c. Transfer Status report to include the Bonus start date and the most recent sentence date – completed.
- Inquiry
  - a. Insurance Number inquiry needs to have the capability to search by name – goal is August 1, 2003.
- Reconciliation
  - a. Financial reconciliation needs to change so they can view details of adjustment-by-adjustment category – goal is August 31, 2003.
- Sentence Length Within Sentence Guidelines analysis and program revisions – will be discussed at the November 2003 meeting.
- Billing Report Logic for Federal Inmates – completed.

**IV. Forwarded/Continued from last meeting**

- Audit Issues
  - a. Peggy Gebauer, Roanoke City, has overlaps problems with Roanoke County, Rockbridge Regional Jail, Franklin County and New River Valley Regional Jail. Compensation Board Auditor will follow up with jail staff and report status at the February 2003 meeting.  
Alice Coe reported that Oliver Bradshaw contacted staff at the four jails and the staff assured him that they would attempt to do better with overlaps. Alice Coe highly recommends that if jail staff has problems with overlaps and cannot get the problem resolved in a timely manner, to contact the Compensation Board staff (Alice or Sue Kelly-Graham) for assistance.
- Other Issues
  - a. Appeal Issue
    - i. Jim Creech presented his and Tony Casale's views and the Committee suggested that we might want to get the Attorney General's opinion.  
Alice thanked Jim Creech for his direction. The resolution to this issue can be found on Page 3-26 in the LIDS USERS GUIDE 7-1-2003, Page 3-26.
  - b. Billing Report Logic for Federal Inmates
    - i. Charlie Gray of Virginia Beach City would like the day count changed in LIDS.  
The report will be placed in test mode CIDH for testing.
  - c. LIDS Enhancements
    - i. Altering the possible error report and the data integrity report so that if a sentence length is not within the sentencing guidelines, it will kick out as a possible error/data integrity issue. The issue was tabled and to be discussed at the November 2003 meeting.
  - d. Report Request

- i. Charlie Gray, Virginia Beach City Jail requested detainer report be developed that lists inmates having detainers.  
Anne Wilmoth, Compensation Board, will place the detainer report in test mode CIDH on LIDS for members testing.
- e. Offense Disposition Codes
  - i. Lt. Barry L. Arnold, Chesterfield County Sheriff's Office, requested disposition code 'GS' – Guilty Sanctioned – be added.  
Committee voted no. Compensation Board will work with Chesterfield County on this issue.
  - ii. Tina James-Carrier, Petersburg City Jail, requested that disposition code 'CS' – Child Support – be added.  
Committee approved request. 'CS' will be added on LIDS effective 7/1/03.

**V. New Issues**

- a. Good time fields – should they be expanded to include hours? Carry forward to August 13 meeting.
- b. FIPS 888 Out of State/Federal Inmates – Mary Peyton, Norfolk City.  
Committee voted to include Reason Confine codes 73 (Held for Federal Authority/District of Columbia), 74 (Held for Out of State Authority), and 79 (Held for Out of State Holds and/or Overnight Transports) with the 888 (unspecified) hold. Goal date: September 30, 2003.
- c. Recycle bin concept – Brent Wright, Brunswick County. Committee voted no.
- d. Update Offenses – Cindy Angle, Montgomery County - when updating one offense, give the ability to press Enter, and automatically go to the next offense.  
Committee approved adding a tag to update offenses. Goal date is October 31, 2003.
- e. Special Sentence Code – 0700 Years – Indeterminate Youthful offender.  
Completed effective 7/1/03.
- f. Per Diem Reimbursement report.  
Anne Wilmoth, Compensation Board, would like to make this available 12/31/03. Janet Severson, Blue Ridge Regional Jail, volunteered to test it. Anne Wilmoth will ask Charlie Gray, Virginia Beach City Jail and Julie Devoe-Ginn, Pamunkey Regional Jail to test it, also.
- g. Disposition to show the balance of a suspended sentence – La'Shawn Knox, Alexandria City.  
Anne Wilmoth, Compensation Board, will contact Rosa Ammons, Alexandria City, to obtain more information and to see if this is still necessary. Carry forward to August 13 meeting.
- h. Enhancement to Financial Reconciliation Screen – Alice Coe, Compensation Board. Committee approved – Anne Wilmoth, Compensation Board, proposed a March 31, 2004 completion date, and will need users to test.

**VI. Report Requests**

- a. La'Shawn Knox, Alexandria City, requested report denoting pending errors for releases coded 51 (Released to Federal Authority) that have commitment codes of anything other than code 73 (Held for Federal Authority). Committee voted no.
- b. La'Shawn Knox, Alexandria City, requested SSA report to access information to confirm the correct identity of inmates processed. Committee voted no.
- c. Bruce Folks, Rockingham County, requested rate of recidivism report. Committee voted no. It will continue to be created on an as-needed basis.

**VII. Define Reference Codes**

Alice Coe, Compensation Board, thanked Diane Wilson, Tina James-Carrier, Peggy Gebauer, Karen Day, Denise Oliff, Reginald Tinsley, and Patty Leonard for submitting input defining clear and concise definitions.

**VIII. Other Issues**

Debbie Hamlet, Blue Ridge Regional Jail, asked how to code out Jail Contract Bed inmates ('26 – Work Release and/or Work Release – Jail Contract Bed inmate) released to a local emergency medical and/or hospital using Release Reason Code '45' – To Emergency Medical Hospital/Local Medical Center and rebooking on LIDS using Reason Confined Code '37' - Held in a Local Emergency Medical and/or Hospital) on LIDS and still receive the additional \$14 per diem (for JCB). Need to further discuss and need the auditors' opinion. Carry forward to August 13, 2003 meeting.

**IX. Committee Resignations**

Alice Coe cited Chris Webb, Superintendent, Blue Ridge Regional Jail's letter of May 20, 2003 requesting that Janet Severson be removed from her position on the Committee, and requested that Debbie Hamlet be considered for the vacancy. Committee unanimously approved Debbie Hamlet's appointment.

Alice Coe thanked Janet Severson for her dedication and contributions.

Alice Coe cited Donald White, Chesterfield County, letter dated May 15, 2003 resigning his position on the Committee.

**X. Committee Recommendations**

- Committee approved recommendations
  - a. Debbie Hamlet, Blue Ridge Regional – Committee approved effective immediately
  - b. Ron Wise, Team Leader, Alexandria City – Committee approved effective immediately
- Future committee recommendations
  - a. Bruce Folks, Rockingham County Jail
  - b. Robin Knox, Hampton Roads Regional Jail
  - c. Valencia White, Newport News City Jail
  - d. Kim Vanhoy, Smyth County Jail
  - e. Brad Davis, Washington County Jail
  - f. George Hembree, Lee County Jail

**XI. Jail Tour**

Colonel Aylor took several members on a tour of the jail.

**XII. Discuss Quarterly Committee Dates**

- a. August 13, 2003 – Portsmouth City Jail
- b. November, 2003 – Tentative – Meeting Place ?